

# **11<sup>th</sup> Andover Scout Group**

## **Dropping Off / Collecting Policy**

**31-05-2024**

**Revision 1**

Revision control;

Revision		Updates	Author	Reviewed by	Approved by
1	0.1	First Draft for review	EM 20-05-24	JC 21-05-24	
2	0.2	incorporate initial suggested changes and comments	JC 21-05-24		
3	0.3	incorporate wider leadership feedback comments	JC 31-05-24		
4	1.0	First Release	EM 31-05-24	JC 31-05-24	PC 03-06-24

## 1. Policy

### **11th Andover (St. Michael's) Scout Group:** Dropping off and collecting policy

1.1. This policy applies to normal evening sessions. Additional events will have their own specific drop-off and collection instructions. These will be recorded in the individual event consent form.

#### 1.2. General Items

- In this policy “meeting venue” means the usual building or place that is being used for normal evening sessions. This would usually be at St. Michael's church or hall but may be at an external location such as Danebury Hill and will be advised by the section leader.
- Drop-off and pick-up of young people should be done promptly and punctually during the published session, within 5 minutes of the advised start and end times..
- If unforeseen events prevent drop-off or pick-up within the time slot then the responsible adult must notify the session leader in advance so that they can coordinate the activity.
- To reflect the different ages of the sections, specific rules may apply per section.
- A responsible adult is defined as; a parent, guardian, adult family member or family friend that; the section leader has been informed by the parent or guardian, will be acting with their permission.

#### 1.3. Beavers

- 1.3.1. Beavers must be dropped off and collected at the door or muster point of the meeting venue, in person by a responsible adult and only to a uniformed leader that they recognise.
- 1.3.2. Once the responsible adult has had their young person ‘passed’ over to them, their safety is now the responsibility of the responsible adult, as leaders will be busy packing away or talking to parents to sort queries.

#### 1.4. Cubs

- 1.4.1. Cubs must be dropped off and collected at the door or muster point of the meeting venue by a responsible adult and only to a uniformed leader that they recognise..
- 1.4.2. Once the responsible adult has had their young person ‘passed’ over to them their safety is now the responsibility of the responsible adult, as leaders will be busy packing away or talking to parents to sort queries.

#### 1.5. Scouts

- 1.5.1. We understand the Scouts, as they get older, have more personal responsibility and parents or guardians may feel happy for their Scout to take themselves to and from Scouts.
- 1.5.2. Parents or guardians of Scouts may allow their Scout to make their own way to a session.
- 1.5.3. To allow the leaders to release the young person from their care, they need to produce a letter, signed by their parent or legal guardian, stating that they are happy to let them travel home alone. We will never allow a young person to travel home alone without a suitable permission letter as this presents a safeguarding concern.